

MANAGEMENT NOTICE

Vacancy Announcement

American Consulate General, Guayaquil

Number:	2012-HR-10	To:	ALL EMPLOYEES / ALL AGENCIES
Date:	June 07, 2012	From:	David Liboff / Management Officer
Subject:	Community Liaison Office Coordinator (Job Share)		

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs) – All agencies

POSITION: Community Liaison Office Coordinator (Job Share)
FP-6

OPENING DATE: June 07, 2012

CLOSING DATE: June 21, 2012 (COB)

WORK HOURS: Part-time, 32 hours position or
Part-time, 32 hrs (2 applicants may apply together as a job share 16 hrs each). Applicants may apply for one or both work schedules.

SALARY: *Not-Ordinarily Resident: (FP grade is confirmed by Washington)
FP-6: US\$ 17,894.80 p.a. (starting salary for 16hrs p/week)

LENGTH OF HIRE: This position will be filled for a period not to exceed two years.

Note 1: Only U.S. Citizen eligible family members (AEFMs as defined below) of U.S. government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to Guayaquil.

Note 2: All positions advertised are subject to availability of funds.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.

2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability and on the exact nature of the previous experience.

The U.S. Consulate General in Guayaquil is seeking one or two Appointment Eligible Family Member(s) (AEFM) for the position of Community Liaison Office Coordinator in the Management Section.

BASIC FUNCTION OF POSITION

The Community Liaison Office Coordinator (CLO) develops and manages a comprehensive post program to maintain high morale. Morale is directly affected by quality of life issues related to the FS lifestyle and post-specific environment. The CLO identifies the needs of the post community and responds with effective programming, information and resources, and referrals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Consulate General internet <http://guayaquil.usconsulate.gov/about-us/job-opportunities.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.

- a. **Education:** Completion of secondary school required. (Send a copy of the high school diploma for consideration).
- b. **Experience:** One year of responsible general office experience is required.
- c. **Language Proficiency:** Level IV English, written and spoken, is required. (Will be tested)
- d. **Abilities and Skills:** Ability to develop and maintain effective contacts in local business, educational, and service communities. Ability to use Microsoft office products.

SELECTION PROCESS

Only qualified US Citizen Eligible Family Members (AEFMs) are eligible for this position. Therefore, it is essential that the candidate address the required qualifications above in the application. AEFMs who are also eligible for U.S. Veteran's preference should submit evidence of their preference at the time of the application for their preference to be considered.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must AEFMs of a sponsor assigned to Guayaquil. If not currently in Guayaquil, please advise the date of your arrival and provide a copy of your sponsor's orders. Your arrival date may be a factor in the selection process.
3. Current employees serving a probationary period are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a **top secret security clearance**.
7. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, including test results.
9. Employment eligibility criteria for this position were established by the supervisor of the position.
10. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
11. The Consulate General will review work references or ask applicant for support documentation of any of the information submitted on applications.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Employment (DS-0174); or
2. A current resumé or curriculum vitae that provides the same information as an DS-0174; plus:
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application or curriculum vitae. To claim veteran's preference applicant must meet all the criteria given by the Office of Personnel Management (OPM). HR will review all DD-214 forms against OPM requirements.
4. Ecuadorian work and/or residency permit required with application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

- 1) Per email (preferred method)
E-mail: gyqrecruitment@state.gov
- 2) Per hand delivery (Don't we say all AEFMs will receive a response?)
American Consulate General
9 de Octubre y Garcia Moreno
Attention: Human Resources

DEFINITIONS

1. **US Citizen Eligible Family Member (AEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

EFMs without US Social Security Numbers are also OR. All OR employees, including US Citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: June 21, 2012

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

MO: DLiboff

HR: ANegrete /DLiboff

FMO: TSchmitz/MTorres